



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-692

Date: March 18, 2013

3 FAM “ADMINISTRATIVE CHANGES” TO SUBCHAPTERS 7480, 7710 AND 7740

Changes

1. This Change Transmittal issues “administrative changes” to correct minor errors to the subchapters listed below:
 - 3 FAM 7480, Leave Records – CT number was missing the date under main title;
 - 3 FAM 7710, FSN Employee Benefits Under U.S. Law – The office of origin was incorrect; and
 - 3 FAM 7740, Reemployment of FSNS – CT Information under section 7742 was missing.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in these subchapters is the Bureau of Human Resources (HR). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard the old 3 FAM 7480 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 7480 (CT:PER-692; 03-18-2013).

2. Remove and discard the old 3 FAM 7710 (TL:PER-483; 08-27-2003) and insert the new 3 FAM 7710 (CT:PER-692; 03-18-2013).
3. Remove and discard the old 3 FAM 7740 (CT:PER-678; 06-22-2012) and insert the new 3 FAM 7740 (CT:PER-692; 03-18-2013)..
4. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-692, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.